

**NOTICE FOR PROFESSIONAL SERVICES
2016-PROF-1**

Pursuant to the provisions of HRS 103D Procurement of Professional Services, the County of Kaua'i hereby provides public notice to invite persons engaged in the professional services listed below to submit current statements of qualifications and expressions of interest for the fiscal year 2015 - 2016:

A. COUNTY ATTORNEY:

1. Title of Project: SPECIAL LEGAL SERVICES

Description: The County Attorney anticipates the need for attorneys licensed in Hawai'i to provide services for representation, advice, and counsel in civil and criminal matters in the following areas of law (and related legal areas):

Administrative Law	Personnel Law
Constitutional Law	Land Use
Construction Law	Municipal Law Generally
Real Estate Development	Condominium Property Regime
Contract Law	Public Financing
Eminent Domain	Torts
Insurance Law	Worker's Compensation
Intellectual Property	Environmental Law

In addition to the specific resume information called for at the end of this Notice, interested parties shall include the following information in their submittal:

- a. The area(s) of practice in which the attorney or firm is interested in providing services together with a summary of the number and types of cases/matters handled by each attorney in each category;
- b. If applicable, the name of the law firm that the attorney is affiliated with, the number of years the attorney has been with that firm, whether the attorney is a partner of the firm, and what, if any, specialty areas of practice the firm has;
- c. A brief description of staff and facilities available to the attorney or firm, including other attorneys, secretarial and paralegal support, and whether the firm has the ability to provide electronic case files during and following the conclusion of the case;
- d. If applicable, awards, accolades, and recognition within the industry.

2. Title of Project: SPECIAL LEGAL SERVICES - TRAINING.

Description: The County Attorney anticipates the need to select qualified persons to provide training services in the areas of law listed in Special Legal Services and in general law office matters, such as case management and drafting.

In addition to the specific resume information called for at the end of this Notice, interested parties shall include the following information in their submittal:

- a. The areas(s) of practice in which the attorney or firm is interested in providing training, together with a summary of the number and types of cases/matters in the field handled by the attorney or firm;
- b. The names of attorneys and other staff who are available to provide training, and their qualifications;
- c. If applicable, awards, accolades, and recognition within the industry.

3. Title of Project: INVESTIGATOR SERVICES

Description: The County Attorney anticipates the need for services of experienced licensed investigators or licensed attorneys to conduct investigations on any claim, case or complaint filed against the County which the County Attorney requires investigation services.

In addition to the specific resume information called for at the end of this Notice, interested parties shall include the following information in their submittal:

- a. A list of types of cases investigated;
- b. If applicable, awards, accolades, and recognition within the industry.

4. Title of Project: COUNTY BOARDS AND COMMISSIONS - BOARD OR COMMISSION PROSECUTORS

Description: The County Attorney anticipates the need to select qualified attorneys licensed in Hawai'i to act as a prosecutor in enforcement actions by boards or commissions.

In addition to the specific resume information called for at the end of this Notice, interested parties shall include the following information in their submittal:

- a. The relevant experience of the attorney or firm interested in providing these services, together with a summary of the number and types of cases/matters in the field handled by the attorney or firm.
- b. If a firm or organization, the names of attorneys and other staff who are available to provide the services, and their qualifications.
- b. If applicable, awards, accolades, and recognition within the industry.

5. Title of Project: COUNTY BOARDS AND COMMISSIONS – MASTER/HEARINGS OFFICER

Description: The County Attorney anticipates the need to select qualified persons to hold hearings and take testimony and report to the board or commission findings, recommendations, or summaries of matters assigned to the master by the board or commission.

In addition to the specific resume information called for at the end of this Notice, interested parties shall include the following information in their submittal:

- a. The relevant experience of the attorney or firm interested in providing these services, together with a summary of the number and types of cases/matters in the field handled by the attorney or firm.
- b. If a firm or organization, the names of attorneys and other staff who are available to provide the services, and their qualifications.
- c. If applicable, awards, accolades, and recognition within the industry.

CONTACT PERSON: Mauna Kea Trask, County Attorney
Teresa Tamura, Private Secretary
Phone: (808) 241-4930

B. COUNTY AUDITOR

1. Title of Project: SPECIAL COUNSEL (PRIVATE ATTORNEY) SERVICES

Description: Representation of the Office of the County Auditor in implementing powers to compel production of witnesses and records, primarily from County employees and departments, pursuant to Kaua'i County Charter section 32.02.C. The attorney(s) providing services must be licensed to practice in the State of Hawai'i.

Estimated Cost: To be determined.

Estimated Contract Time: 365 calendar days or until audit is closed

2. Title of Project: AUDITING SERVICES

Description: The services of experienced auditors are needed to conduct financial and performance audits; examine related information systems and procedures of accounting, reporting and internal controls; and review for compliance with laws, regulations, and contracts of County units, within the County Auditor's authority. Certified public accountant (CPA) certification, certified in Hawai'i, is required for firms or individuals desiring to conduct financial audits.

Estimated Cost: To be determined.

Estimated Contract Time: 365 calendar days or until audit is closed

CONTACT PERSON: Stephanie Iwasaki, Program Audit Analyst
Phone: (808) 241-4181

C. DEPARTMENT OF HUMAN RESOURCES:

1. Title of Project: DRUG AND ALCOHOL TESTING AND MEDICAL REVIEW OFFICER SERVICES

Description: The Department of Human Resources anticipates the need for services of an experienced licensed Toxicologist to conduct drug and alcohol testing services in accordance with all legal requirements such as but not limited to privacy, chain of custody, reporting random selections service, job site collection services for safety sensitive positions and those positions required DOT drug collections (CDL) and breath alcohol, as well as for positions which do not require a CDL, and pre-employment drug testing. For CDL and safety sensitive positions, testing services must be provided by a certified laboratory meeting the established federal guidelines. For other positions, testing services must be provided by a laboratory which meets the requirements established by the State of Hawaii.

Interested parties or firms must have at least five (5) years of experience in this field and submit a listing of companies from the State of Hawaii with which this service has been provided.

Estimated Cost: To be determined.

Estimated Contract Time: One (1) year with three (3) additional, twelve (12) month extension options

2. Title of Project: SUBSTANCE ABUSE PROFESSIONAL (SAP) SERVICES

Description: The Department of Human Resources anticipates the need for counseling and assessment services for employees who test positive in connection with established drug and alcohol testing program. Services to be provided on an as needed basis, seven days per week, 24 hours per day on Kauai. Interested parties must have on staff at least two certified substance abuse professionals or equivalent personnel such as but not limited to social workers, psychologist, psychiatrist, etc.

Interested parties or firms must have at least five (5) years of experience in this field and submit a listing of companies from the State of Hawaii with which this service has been provided.

Estimated Cost: To be determined.

Estimated Contract Time: One (1) year with three (3) additional, twelve (12) month extension options

CONTACT PERSON: Jill Niitani, Human Resources Manager II
Phone: (808) 241-4929

D. DEPT OF PARKS AND RECREATION, PLANNING & DEVELOPMENT

1. Title of Project: BRYAN J. BAPTISTE (BJB) SPORTS COMPLEX FOOTBALL STADIUM IMPROVEMENTS

Description: The Department of Parks and Recreations is seeking a professional architectural/planning services to improve the BJB Sports Complex – football stadium.

The consultant will do a Strengths, Weaknesses, Opportunities and Threats (SWOT) study at the BJB Sports Complex (Kapaa New Town Park) – Football Stadium. A consultant will research and advise on best way to improve the football stadium, not only ADA compliance, but space usage. This study is to improve the spectator and user experience at the football stadium. The study should include site design, feasibility, permitting and construction cost estimates for the project.

Interested persons or firms should have knowledge of current building standards, ADA/ABA 2010 requirements, energy and environmental design standards, and building and electrical codes; be a currently licensed architect/engineer; have previous experience in the design and preparation of plans, specifications, and bid documents for projects of similar nature as described above and consistent with the procurement requirements of the County of Kauai and State of Hawaii. Respondents shall provide information that demonstrates their experience and ability in the successful completion of detailed plans and specifications for similar projects.

Estimated Cost: \$150,000.00

Estimated Contract Time: 365 Calendar Days

CONTACT PERSON: Nancy McMahon, Park Planner
Phone: (808) 241-4459

**2. Title of Project: PROFESSIONAL LAND SURVEYOR SERVICES
AT VARIOUS COUNTY PARKS**

Description: The County of Kaua'i, Department of Parks & Recreation, Planning & Development Division is seeking professional land surveyor services to provide accuracy for our ADA compliance on the elevation/slopes of fences, gates, backstops, building corners, sidewalks, walkways, basketball court, dugouts, lightpoles, drinking fountains, utility box near paths, parking lots, entrances at comfort stations and elevation locations of the buildings. Utilizing total station would give us the horizontal plane and real time kinematic GPS information for accuracy data points to upload into COK DPR's AutoCAD 3D.

Professional land surveyor shall verify site layout and topography (1' contours and surface model) for with a theodolite or total station or laser scanner with GPS.

Professional land surveyor shall provide a K-2 (Perimeter survey map (noting encroachments) and stake boundary corners).

Interested persons or firms shall be a currently licensed land surveyor; have previous experience in the K-1 and K-2 surveyor specifications, and procurement requirements of the County of Kauai and State of Hawaii. Respondents shall provide information that demonstrates their experience and ability in the successful completion for similar projects.

Estimated Cost: \$100,000.00

Estimated Contract Time: 365 Calendar Days

CONTACT PERSON: Nancy McMahon, Park Planner
Phone: (808) 241-4459

**3. Title of Project: SPOUTING HORN CONCESSION BOOTH
IMPROVEMENT (DESIGN SERVICES)**

Description: The County of Kaua'i, Department of Parks & Recreation, Planning & Development Division is seeking professional architectural/engineering services to provide vendor/concession booth designs for Spouting Horn.

Scope of work will include: assessing current booths, presenting proper removal and disposal of existing booths, assessing the needs of stakeholders (vendors, Park Permit and Security officer, Park maintenance, etc.); presenting at least three (3) design alternatives with cost estimates; for selected design, development of standard construction plans, specifications and bid documents; and identification and assistance in applying for all necessary construction and environmental permits.

Design aspects to include: safety and lock up alternatives maintenance/repair ease of new booths, and electrical aspects.

Interested persons or firms should have knowledge of current building standards, ADA/ABA 2010 requirements, energy and environmental design standards, and building and electrical codes; be a currently licensed architect or licensed engineer; have previous experience in the design and preparation of plans, specifications, and bid documents for projects of similar nature as described above and consistent with the procurement requirements of the County of Kauai and State of Hawaii. Respondents shall provide information that demonstrates their experience and ability in the successful completion of detailed plans and specifications for similar projects.

Estimated Cost: \$100,000.00

Estimated Contract Time: 365 Calendar Days

CONTACT PERSON: Nancy McMahon, Park Planner
Phone: (808) 241-4459

E. DEPT OF PUBLIC WORKS, ENGINEERING DIVISION

**1. Title of Project: 'ANINI BRIDGE #2 REPLACEMENT –
GEOTECHNICAL SERVICES**

Description: The County of Kaua'i, Department of Public Works, engineering Division is seeking Geotechnical services to assist the County in the replacement of 'Anini Bridge #2 on 'Anini Road in Kīlauea, Kaua'i. The existing bridge is a twin box culvert approximately 22 feet long and 26 feet wide. The proposed bridge will be approximately 60 feet long and 26 feet wide.

Services include drilling two exploratory test borings to a depth of 50-70 feet at the bridge vicinity, provide laboratory test results of the selected soil sample, Engineering analyses and the recommendations for the new bridge foundation, including seismic consideration, resistance to lateral pressure and site grading. Services may also include preparation of Public Service Announcements and responding to Kauai County comments. **All necessary permits and utility clearances must be obtained prior to drilling.**

Interested parties or firms shall be licensed professionals of the necessary fields in the State of Hawai'i with a minimum of five (5) years of experience in the **GEO TECHNICAL Services** for projects of similar nature as described above and consistent with the procurement requirements of the County of Kaua'i.

In addition to the specific resume information called for at the end of this Notice, interested parties shall include the following information in their submittal:

Respondents shall provide information that demonstrates their experience and ability in the successful completion of preparing and securing of permit, processing of government procurement bids and other related documents for state and county work.

Estimated Cost: \$35,000.00

Estimated Contract Time: 30 Calendar Days

CONTACT PERSON: Kuppusamy Venkatesan, Public Works – Engineering Division
Phone: (808) 241-4885

F. TRANSPORTATION AGENCY

1. Title of Project: COUNTY OF KAUA'I SHORT-RANGE TRANSIT PLAN

Description: The County of Kaua'i, Transportation Agency is seeking Statements of Qualifications for a Community Transit Planner to prepare a 5-year short-range transit plan for the public bus system that will involve community input, review of community plans, and thorough research of existing and projected population data

will be used to develop recommendations for future transit service, which will include detailed financial and action plans for operations, routing and bus stop locations.

Estimated Cost: \$250,000.00

Estimated Contract Time: 1 year

CONTACT PERSON: Celia Mahikoa, Executive on Transportation
Phone: (808) 246-8111

Parties or firms interested in providing the professional services listed shall transmit the resume and letter of interest electronically to cokpurchasing@kauai.gov.

The letter of interest shall include:

1. Project number and title; (for example: D.1 – Investigator Services); and
2. Name of the department(s) to which the resume(s) is/are to be directed.
3. Signature of an authorized representative

The email subject line shall include the following reference:

2016-PROF-1 – Project Number – Company’s name (for example: 2016-PROF-1 – D.1 – XYZ Co.)

Resumes submitted with reference number 2016-PROF-1 stated in the subject line will receive a delivery confirmation by our email system upon receipt. Note if the reference number is not stated exactly in the subject line as noted, a delivery confirmation may not be sent.

The resumes may be electronically transmitted in either MS Word or PDF format.

Resumes should include:

1. Reference to this Notice by noting “**2016-PROF-1**” on the cover page of each resume.
2. The name of the firm or person, the principal place of business, and location of all of its offices.
3. The age of the firm and its average number of employees over the past five (5) years.
4. A description or narrative of the firm and statements of **experience and professional**

qualifications (education, training, licenses, credentials) of the principals and staff members to be involved, and supporting data as it relates to the proposed projects.

5. A list of **projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies undertaken and completed** within the last five (5) years (including dates); the amount of the projects, owners of the projects and the scope of work performed; the names of up to five (5) clients who may be contacted, including at least two (2) for whom services were rendered during the preceding year.
6. **Capacity to complete the work in the required time**
7. Any other pertinent data that should or may be considered in the evaluation of the firm's qualifications.

Consultants are further notified of the requirements of Act 190, SLH 2011, SB 758, wherein the County of Kaua'i is required to utilize the Hawai'i Compliance Express (HCE) to obtain proof of compliance of: a tax clearance from the State Department of Taxation, and the U.S. Internal Revenue Service, State Department of Commerce and Consumer Affairs, and State Department of Labor and Industrial Relations **prior to the issuance of an award**. Consultants are strongly encouraged to register for HCE so as to allow for needed proof of compliance prior to the issuance of an award.

The furnishing of consultant services shall comply with the General Terms and Conditions for Professional Services, dated June 2014. A copy of the document can be found at www.kauai.gov, using the following links: Government > Departments > Finance > Division of Purchasing.

Awards shall be electronically posted on the County of Kauai website within seven (7) days of the contract award: www.kauai.gov; follow: County Agencies; Finance - Purchasing Division; Tabulations and Awards; Professional Services.

Resume submissions shall be received by the deadline of 2:00 P.M. (Hawaii Standard Time), **July 20, 2015. Late submissions will be returned.** Risk of late delivery shall lie with the sender.

Ken M. Shimonishi
Director of Finance
County of Kaua'i

Publicized: June 22, 2015, <http://www.spo.hawaii.gov> and <http://www.kauai.gov>